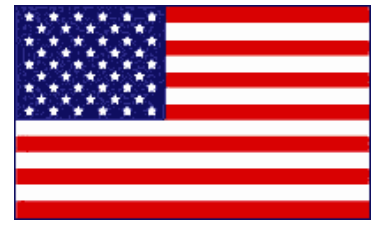




PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> T38-09-0131-SJ	2. <u>Title, Series, Grade, Salary</u> Licensed Practical Nurse FS GS-620 Competitive salary commensurate with education and experience as determined by Nursing Professional Standards Board	3. <u>Tour of Duty</u> 8am-4:30pm M-F	4. <u>Duty Station</u> Primary Care Division, Camp Rilea Community Based Outpatient Clinic, Warrenton, OR
5. <u>Type & Number of Vacancies</u> Permanent 2 Full-time positions	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 03/09/2009	8. <u>Closing Date</u> 03/23/2009

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Any US Citizen

MAJOR DUTIES:

The complete position description may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. Independently delivers individualized medical assistive care to adult and elderly patients. Under the supervision of Clinic Supervisor and /or manager, performs a variety of routine and complex patient care procedures based on needs identified by clinical reminders, subjective and objective data gathered and /or provider's treatment plan. Identifies patient needs through subjective and objective information, selects priorities in patient care activities based on patient input, provider input and clinical reminders. Educates as appropriate and identifies learning barriers. Provides information and or refers patient and family for psychosocial support. Performs a range of monitoring activities which include taking and recording vital signs, calculating BMI, snellen test, spirometry, EKG, CBG, oxymetry and bladder scan. Performs a range of treatment procedures which include application of complex sterile and non-sterile dressings, wound packing and irrigation, bladder catheter insertion and removal (including suprapubic) phlebotomy, cerumen removal, and suture removal. Provides care for patients using universal precautions in all aspects of care. Documents subjective and objective regarding physical and emotional status of patient. Uses the electronic record for recording information and completes clinical reminders as appropriate. Refers health care issues on to health care team members as appropriate utilizing electronic documentation (progress notes, consults and view alerts) Participates in patient/family education. Independently instructs patient regarding self care behaviors, medications, health promotion/chronic disease prevention and reinforces previous teaching and /or treatment plan developed by provider. Administers oral I.M. and S.Q. medications to patients in accordance with nursing service policies. Adjusts clinic assignments based on patient acuity and staff to patient/provider ratios. Completes view alerts as indicated. Communicates/reports process and system problems and suggestion for resolution to supervisory staff. Participates in appropriate Nursing Service committees as opportunities arise. Acts as a preceptor for new LPNs and Medical Assistant personnel within the scope of practice. Performs other duties as assigned.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G13) for applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements

- Must be a U.S. citizen.
- Full active, current and unrestricted licensure as a graduate licensed practical or vocational nurse in a state, territory, or commonwealth (i.e., Puerto Rico) of the United States, or District of Columbia.
- Graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League of Nursing at the time the program was completed by the applicant.
- Licensed practical or vocational nurses appointed to direct patient care positions must be proficient in (both) spoken and written English as required by 38 USC 7402(d), and 7407(d).

Specialized Experience: For GS-5 or GS-6 positions one-year experience at the next lower level is required. Specialized experience includes experience working as a licensed practical nurse in a hospital, medical center or clinic.

(Continued on next page)

Duties may have included, but are not limited to, delivering individualized medical assistive care to adult and elderly patients, performing a variety of routine and complex patient care procedures based on needs identified by clinical reminders, subjective and objective data gathered and /or provider's treatment plan, identifying patient needs through subjective and objective information, selecting priorities in patient care activities based on patient input, provider input and clinical reminders, educating as appropriate and identifying learning barriers, providing information and or referring patient and family for psychosocial support, performing a range of monitoring activities which include taking and recording vital signs, calculating BMI, snellen test, spirometry, EKG, CBG, oxymetry and bladder scan, performing a range of treatment procedures which include application of complex sterile and non-sterile dressings, wound packing and irrigation, bladder catheter insertion and removal (including suprapubic) phlebotomy, cerumen removal, and suture removal, and providing care for patients using universal precautions in all aspects of care.

CONDITIONS OF EMPLOYMENT:

- This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.
- Applicants without prior federal service will be appointed at step one of the grade
- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Recruitment incentive may be authorized.
- Relocation incentive may be authorized.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.
- This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
- A drug test may be required for an applicant who is tentatively selected.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- [VACareers](#) has descriptions of all Title 38 Jobs and their benefits.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)

Other VA Permanent Employees must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

Non VA Applicants must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).

4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. A copy of your college transcripts (Optional unless education is required).

All application packets must be received in Human Resources by Close of Business (COB) on 03/23/2009

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr> .

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T38-09-0131-SJ

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**